

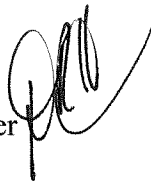


# City of Loma Linda Official Report

Floyd Petersen, Mayor  
Karen Hansberger, Mayor pro tempore  
Robert Christman, Councilmember  
Stan Brauer, Councilmember  
Robert Ziprick, Councilmember

COUNCIL AGENDA: January 27, 2004

TO: City Council

FROM: Dennis R. Halloway, City Manager 

SUBJECT: Agreement with Sheila McKee to conduct obedience and puppy classes

## **RECOMMENDATION**

It is recommended that the City Council approve the contract between the City and Mountain View Dog Training to begin Dog Obedience Training Classes in the City.

## **BACKGROUND**

Staff has been approached by Sheila McKee, Mountain View Dog Training, to ask about the possibility of beginning Dog Obedience Classes on City property. Ms. McKee currently conducts Dog Obedience Classes under contract with the City of Yucaipa. Mayor pro tempore Karen Hansberger has expressed a desire to initiate community programs such as this within the City.

## **ANALYSIS**

Staff contacted the City of Yucaipa to research the details of their contract. Our program will closely mirror theirs. If approved, the classes will be held on the grass area on top of the 8 million gallon reservoir, just east of Hulda Crooks Park. The first class will begin February 7, 2004 and run for 8 weeks. Residents will register for classes through the City Administration Department and pay at time of sign up. A deposit account has been set up to receive the monies. The cost of the eight-week course is \$80 (a 20% discount is available for Shelter/Humane Society adoptions)

City Staff will provide posters, copies of the sign up documentation etc. The classes will be advertised on Channel 3, the City Web Site and free announcements in local newspapers.

## **FINANCIAL IMPACT**

Under our contract with Ms. McKee, the City will retain 25% of the cost of the course to off set any administrative costs incurred. It is not anticipated that this program will have any significant financial impact.

## **ATTACHMENTS**

Professional Service Agreement

Scope of Work

Resume

Proof of Insurance

Waiver and Indemnification

Obedience Training Material

Advertising Flyer

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 27<sup>th</sup> day of January 2004, by and between THE CITY OF LOMA LINDA, a Municipal Corporation (hereinafter referred to as "CITY") and Sheila McKee, dba Mountain view Dog Training, a sole proprietorship (hereinafter referred to as "TRAINER").

### A. RECITALS

1. CITY has heretofore requested a proposal pertaining to the performance of professional services with respect to the establishment and conduct of a recreational dog obedience training program. ("PROJECT" hereinafter);

2. TRAINER has now submitted its proposal for the performance of such services;

3. CITY desires to retain TRAINER to perform professional services necessary to carry out the PROJECT;

4. TRAINER represents that it is qualified to perform such services and is willing to perform such services as hereinafter defined.

NOW, THEREFORE, IT IS AGREED by and between CITY and TRAINER as follows:

### B. AGREEMENT

1. Definitions: The following definitions shall apply to the following terms, except where the context of this Agreement otherwise requires:

a. PROJECT: The recreational dog obedience training program as outlined in the Scope of Services described in Exhibit "A" hereto;

b. SERVICES: Such professional services as are necessary to be performed by TRAINER in order to complete the PROJECT;

c. COMPLETION OF PROJECT: The date of completion of all phases of the PROJECT, as outlined in the Scope of Services described in Exhibit "A" hereto;

2. TRAINER agrees as follows:

a. TRAINER shall forthwith undertake and complete the PROJECT in accordance with Exhibit "A" and with applicable Federal, State and CITY statutes, regulations, ordinances and guidelines, all to the reasonable satisfaction of the CITY.

b. TRAINER shall supply original handouts, supplies and equipment, to the extent not provided by students.

c. TRAINER shall, at TRAINER'S sole cost and expense, secure and hire such other persons as may, in the opinion of TRAINER, be necessary to comply with the terms of this Agreement. In the event any such other persons are retained by TRAINER, TRAINER hereby warrants that such other persons shall be fully qualified to perform services required hereunder. TRAINER further agrees that no subcontractor shall be retained by TRAINER except upon the prior written approval of CITY.

d. TRAINER shall, at TRAINER'S sole cost and expense, secure the required issuance of a City Business License as a condition precedent to being engaged as a TRAINER within the CITY.

3. CITY agrees as follows:

a. To collect and pay to TRAINER a maximum sum of seventy-five percent (75%) of all registration fees, in session increments, collected from participants in the program, for the performance of the services required hereunder. This sum shall cover the cost of all staff time and all other direct and indirect costs or fees, including the work of employees, TRAINERS and subcontractors to TRAINER.

b. Payments to TRAINER shall be made by CITY within a reasonable time after the commencement of each session.

4. CITY agrees to provide to TRAINER:

a. Information and assistance as set forth in Exhibit "A" hereto;

5. Ownership of Documents: All documents, photographs and reports prepared pursuant to this Agreement shall be considered the property of the CITY. TRAINER may, however, make and retain such copies of said documents and materials as TRAINER may desire.

6. Termination: This Agreement may be terminated by CITY upon the giving of written "Notice of Termination" to TRAINER at least fifteen (15) days prior to the date of termination specified in said Notice. In the event this Agreement is so terminated, TRAINER shall be compensated on a pro rata basis with respect to the percentage of the PROJECT completed as of the date of termination. In no event, however, shall TRAINER receive more than the maximum specified in paragraph 3a above. TRAINER shall provide to CITY any and all documents, photographs and reports, whether in draft or final form, prepared by TRAINER as of the date of termination. TRAINER may not terminate this Agreement except for cause.

7. Notices and Designated Representatives: Any and all notices, demands, invoices and written communications between the parties hereto shall be addressed as set forth in the Paragraph 7. The below-named individuals, furthermore, shall be those persons primarily responsible for the performance by the parties under this Agreement:

CITY:

CITY OF LOMA LINDA  
Name: Dennis R. Halloway  
Title: City Manager \_\_\_\_\_

25541 Barton Road, Loma Linda, CA 91763

TRAINER:

Name: Sheila McKee dba Mountain View Dog Training  
Title: Owner/Trainer  
Address: 6990 Browning Rd., Highland, CA 92346

Any such notices, demands, invoices or written communications, by mail, shall be deemed to have been received by the addressee forty-eight (48) hours after deposit thereof in the United States Mail, postage prepaid, and properly addressed as set forth above.

8. Insurance: TRAINER shall neither commence work under this Agreement until it has obtained all insurance required hereunder in a company or companies acceptable to CITY nor shall TRAINER allow any subcontractor to commence work on a subcontract until all insurance required of the subcontractor has been obtained. TRAINER shall take out and maintain at all times during the term of this Agreement the following policies of insurance:

a. Workers' Compensation Insurance: Before beginning work, TRAINER shall furnish to CITY a Certificate of Insurance as proof that it has taken out full Workers' Compensation Insurance for all persons whom it may employ directly or through subcontractors in carrying out the work specified herein, in accordance with the laws of the State of California.

In accordance with the provisions of California Labor Code, Section 3700, every employer shall secure the payment of compensation to his employees. TRAINER shall, prior to commencing work, sign and file with CITY a certification as follows:

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

b. Public Liability and Property Damage: Throughout the term of this Agreement, at TRAINER's sole cost and expense, TRAINER shall keep, or cause to be kept, in full force and effect, for the mutual benefit of CITY and TRAINER, comprehensive, broad form, general public liability and automobile insurance against claims and liabilities for personal injury, death or property damage arising from TRAINER's activities, providing protection of at least One Million Dollars (\$1,000,000.00) for bodily injury or death to any one person and Three Million Dollars (\$3,000,000.00) for any one accident or occurrence, and at least One Million Dollars (\$1,000,000.00) for property damage. The City shall approve any variance from the above requirements.

c. General Insurance Requirements: All insurance required by express provision of this Agreement shall be carried only in responsible insurance companies licensed to do business in the State of California and policies required under Paragraph 8b shall name, as additional insureds, CITY, its elected officials, officers, employees, and agents. All policies shall contain language, to the extent obtainable, to the effect that (1) the insurer, insured and all subcontractors waive the right of subrogation against CITY and CITY'S elected officials, officers, employees, and agents; (2) the policies are primary and noncontributing with any insurance that may be carried by CITY; and (3) they cannot be canceled or materially changed except after thirty (30) days' written notice by the insurer to CITY by certified mail. TRAINER shall furnish CITY with copies of all such policies promptly upon receipt of them, or certificate evidencing the insurance. TRAINER may effect for its own account insurance not required under this Agreement.

9. Indemnification: TRAINER shall defend, indemnify and save harmless CITY, its elected and appointed officials, officers, agents and employees from all liability from loss, damage, or injury to persons or property, including the payment by TRAINER of any and all legal costs and attorneys' fees, in any manner arising out of any negligent or intentional or willful acts or omissions of TRAINER in the performance of this Agreement, including, but not limited to, all consequential damages to the maximum extent permitted by law. Said indemnification shall include any claim that TRAINER, or TRAINER's employees or agents, are considered to be employees of the CITY or are entitled to any employee benefits from CITY, including but not limited to those available under Public Employees Retirement Law.

10. Assignment: No assignment of this Agreement or of any part or obligation of performance hereunder shall be made, either in whole or in part, by TRAINER without the prior written consent of CITY.

11. Independent Contractor: The parties hereto agree that TRAINER and its employees, officers, and agents are independent contractors under this Agreement and shall not be construed to be employees of CITY for any purpose, including eligibility under Public Employees Retirement Law..

12. Compliance With Laws: TRAINER shall comply with all applicable laws in performing its obligations under this Agreement.

13. Confidentiality: Information and materials obtained by the TRAINER from CITY during the performance of this Agreement shall be treated as strictly confidential and shall not be used by the TRAINER for any purpose other than the performance of this Agreement.

14. Discrimination: The TRAINER agrees that no person shall be excluded from employment in the performance of this Agreement on grounds of race, creed, color, sex, age, marital status, or place of national origin. In this connection, the TRAINER agrees to comply with all County, State and Federal laws relating to equal employment opportunity rights.

15. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California.

16. Attorneys' Fees: In the event any legal proceeding is instituted to enforce any term or provision of this Agreement, the prevailing party in said legal proceeding shall be entitled to recover attorneys' fees and costs from the opposing party in an amount determined by the Court to be reasonable.

17. Entire Agreement: This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party which is not embodied herein nor any other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement shall be effective only as it is in writing, signed by all parties.

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the day and year first set forth above.

TRAINER:

\_\_\_\_\_

CITY:

CITY OF LOMA LINDA, A Municipal Corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Diane E. Robbins, City Attorney

## WORKERS' COMPENSATION INSURANCE CERTIFICATION

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self insurance in accordance with the provisions of that Code, and will comply with any applicable provisions before commencing the performance of the work of this Agreement.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_



Sheila McKee  
Mountain View Dog Training  
Scope of Services

- 1) The Instructor agrees to conduct various eight-week course(s) as scheduled in consultation with the City, beginning February 2004 through February 2005.
- 2) Each course will consist of eight classes, which will be held at Hulda Crooks Park, Loma Linda, CA (the grass area on top of the 8 million gallon reservoir just east of Hulda Crooks Park.)
- 3) Registration fee for each course shall be \$80 per student. All registration fees will be collected by the City of Loma Linda on or before date the first class is held. 20% discount for Shelter/Humane Society Adoptions. (within 1 year)
- 4) Instructor will provide initial sign-up package. City staff will provide administrative/technical support in operating the program.
- 5) The City shall provide publicity for the course.
- 6) The size of each class, per Instructor, may vary from 8 to 20 students.
- 7) The Instructor shall establish appropriate Rules and Regulations for conducting the course.
- 8) The Instructor agrees to assume responsibility for student discipline during classes as required to ensure adequate protection of students, as well as City property and personnel, and other facilities used for conducting program activities, such as schools, community buildings, etc.
- 9) The Instructor will provide the City with a written periodic progress report on the course, as well as a final written course evaluation report. The format for these reports will be coordinated with the City.
- 10) The Instructor shall be responsible for providing both the City and the students, with written notification and explanation, of any cancellation of sessions or changes in scheduled activity.
- 11) All participants shall provide a waiver of indemnification prior to participation of the course

6990 Browning Rd.  
Highland, CA 92346  
Work (909) 260-5134  
Home (909) 425-9375  
E-mail: MtnViewDt@aol.com

# Sheila McKee

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## Summary of qualifications

**1997 -Present**

**Mountain View Dog Training  
Highland, CA**

### Owner and Trainer

Providing both private and group obedience classes, training search dogs for wilderness and urban search and rescue, working with behavior problem dogs. Contract trainer for the City of Yucaipa

**2000-2002**

**Interquest Detection Canines of San  
Diego, El Cajon, CA**

### Contraband Detection Dog Handler

- Handling a contraband detection dog in servicing contracted schools and businesses in contraband detection. Work the dog in a variety of searches, including buildings, cars, lockers, perimeters, buses, classrooms, and other areas. Maintain positive and professional relationships with students and personnel at service locations. Reinforce dog's detection skills and attend trainings and certifications as necessary.

**1994 -Present**

**San Bernardino County Sheriff's Department  
Search Dog Team  
San Bernardino, CA**

### Reserve Deputy

### Commander

### U.S.A.R. Dog Handler

### Mission Ready Wilderness Search Dog Handler

### Representative to the Canine Search Specialist Working Group

### Secretary

### Training Officer

- Responsible for managing team meetings, dispatching team to searches, personnel management, setting testing standards, overseeing trainings, evaluation of tests, keeping records, handling dog on searches, training new search dogs and teams.

**1996 -Present      State of California  
Office of Emergency Services  
Sacramento, CA**

**Canine Search Specialist Type I**

**O.E.S./F.E.M.A. CSS Evaluator**

**Representative to the Canine Search Specialist Working Group**

- Be deployed as needed either as an individual resource or as part of a F.E.M.A.. Urban Search and Rescue Task Force, maintain readiness of dog and handler skills through continual training, disseminate information to those I represent to the Canine Search Specialist Working Group. Evaluate both state and nationally held Type 11 and Type 1 Canine Search Specialist Evaluations.

**Education**

**2002      Adlerhorst Kennels      Riverside, CA**

**Detection Course**

- Seven week detection course training two cadaver detection canines under the supervision of a certified instructor.

**1998      University of Auburn      Auburn, AL**

**First National Detection Dog Conference**

- Four day seminar addressing training of various types of detection dogs.

**1997      Federal Emergency Management Agency  
Camp Atterbury, IN**

**Canine Search Specialist Course**

- Week long training in all aspects of Urban Search and Rescue, canine first aid, search strategies, mission preparedness, canine search, obedience, and agility training.

**1996      University of Redlands      Redlands, CA**

**Teaching Credential**

- Certification in secondary level teaching credential in the life sciences.

**1992      California Polytechnic State University  
San Luis Obispo, CA**

**Bachelor of Science in Ecology and Systematic Biology**

- Completed four year program in biology, with classes in animal behavior, mammalogy, biology, ornithology, chemistry, and physics.

**Deployments**                    1994-Present   Numerous   Wilderness   Searches   with  
S.B.S.D.  
1997 Laguna Canyon Rockslides                    (O.C. Fire) CA OES  
1999 Forest Falls Mudslides                    S.B.S.D.  
  
2001 World Trade Center                    F.E.M.A.  
  
2002 – present Cadaver Searches with S.B.S.D.

**Community  
activities**                    Redlands Humane Society  
Yucaipa Animal Placement Society (Y.A.P.S.)

**Awards received**                    1997 Sheriff's Search Dog Team Member of the Year  
  
Award of Distinguished Service from the San Bernardino  
Sheriff's Department - 2001  
  
Public Safety Appreciation Award Volunteer of the Year -  
2001

**Certifications**                    Emergency Medical Technician  
Search and Rescue Technician II  
Level III Reserve Deputy

# ACORD CERTIFICATE OF LIABILITY INSURANCE

AOA  
U047 DATE  
01-21-2004

PRODUCER  
MOURER-FOSTER, INC/PHS  
151520 P:(888)253-4940 F:(704)921-4658  
P. O. BOX 29611  
CHARLOTTE NC 28229

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

INSURED  
SHEILA MCKEE D/B/A MOUNTAIN VIEW DOG TRAINING  
6990 BROWNING RD  
HIGHLAND CA 92346

INSURER A: Hartford Casualty Ins Co  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	81 SBU KS6754	12/01/03	12/01/04	EACH OCCURRENCE \$1,000,000
	COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$300,000
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$10,000
	<input checked="" type="checkbox"/> Business Liab				PERSONAL & ADV INJURY \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$2,000,000
	POLICY <input type="checkbox"/> PRO-SECT <input checked="" type="checkbox"/> LOC				PRODUCTS - COMP/DP AGG \$2,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO				BODILY INJURY (Per person) \$
	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	HIREN AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
					\$
	DEDUCTIBLE				\$
	RETENTION \$				\$
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH-ER
					E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE
					E.L. DISEASE - POLICY LIMIT
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Those usual to the Insured's Operations.

CERTIFICATE HOLDER ☒ ADDITIONAL INSURED: INSURER LETTER: A CANCELLATION

The City of Loma Linda  
Attn: Joanne Heilman  
Civic Center  
25541 Barton Road  
Loma Linda, CA 92354

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE (10 DAYS FOR NON-PAYMENT) TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Rose E. Heilman*

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I, \_\_\_\_\_, fully understand that my participation in the City of Loma Linda, recreational dog obedience training program (hereinafter "Program") exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this Program and agree to assume any such risks, including the risks of injuries from dog bites and falls on public property.

I hereby release, discharge and agree not to sue the City of Loma Linda, its officers, agents, employees, contractors, volunteers and representatives (hereinafter "City"), for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the program from whatever cause, including the active or passive negligence of the City, of the instructor, or of any other participants in the Program.

In consideration for being permitted to participate in the Program, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify, defend and hold harmless the City from any and all claims, demands actions or suits arising out of or in connection with my participation in the Program.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL.

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of Participant

\*\*\*\*\*

CONSENT AND RELEASE BY PARENT/LEGAL GUARDIAN

I, \_\_\_\_\_, hereby consent to the participation of the above named minor on the terms and conditions set forth above, and I hereby agree to release, indemnify, defend and hold harmless the City as set forth above.

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of Parent or Guardian of Participant under 18 years of age

\_\_\_\_\_

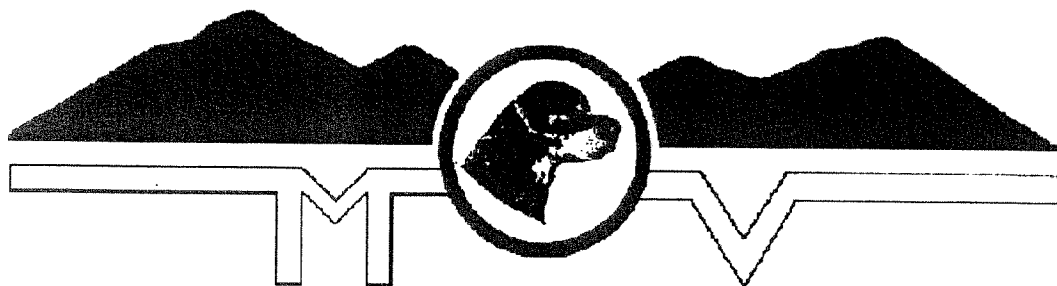


## **BEFORE YOUR FIRST CLASS**

Please arrive 15 minutes early to our class area to give your dog time to go to the bathroom and get settled into the working mindset. You should walk your dog around the area on leash and allow it a few minutes to check out the smells so it will be better focused when starting to work. Class will begin promptly on time so try to be ready to work when class begins.

The required equipment for the class is a flat collar (nylon or leather is fine), choke chain, 6 foot leather leash, and dog treats. The choke chain should fit the dog at it's current size and should have approximately 2 inches of extra chain when tightened around the dog's neck. Stainless steel works better and holds up longer than aluminum. The leather leash can be  $\frac{1}{2}$  to  $\frac{3}{4}$  inches wide but doesn't need to be much wider than that. Nylon can be hard on the hands, especially when working with a large dog. The dog treats should be soft and easy to break into small bits. Jerky treats or "Puperoni's" always seem to be popular with the dogs. An excellent book for beginning trainers is "What All Good Dogs Should Know" by Jack Volhard and Melissa Bartlett.

The first class session will go over the equipment and it's proper use. Please read through the information provided so that you will be ready to begin training the first day. The first 5 minutes or so of class will be open for questions and then we will get to work. We look forward to working with you and your dog!



# **Mountain View Dog Training**

**(909) 260-5134**

## **OBEDIENCE TRAINING**

By: Sheila McKee

The key to dog training involves four key components: patience, persistence, consistency, and lots of love! Every dog really does want to know what is expected of it and is eager to please. Your job is to teach it to understand your language and give it guidelines for behavior in your pack.

No matter what you are trying to teach your dog, you will always use the same technique. This consistency will help your dog to understand that you are trying to teach it something. Give the command and as soon as you get the desired behavior, reward with a treat. The better you get at rewarding immediately when the dog does what you tell it, the quicker your dog will learn. Train in 15-minute increments and always end your training session when you have been successful. You may have to take a step back to an already trained behavior but make sure that both you and the dog feel good about the session. Do not use your command words unless you plan to enforce them. For example, don't ask your dog to sit unless you have a treat in your hand and can reward your dog when it sits. Practice only giving a command ONCE! If you tell your dog to sit 4 times and reward it on the 4<sup>th</sup> time, you are training it to sit after you have given many commands. You want your dog to respond the first time you ask it to do something.

As an instructor, I train all my handlers to teach their dogs that they (the handler) begin and end a command. I tell them to teach the dog a release word such as "free", "break", "release", or another of their choosing. I have them practice using the release word in all aspects of their training. The dog is taught that when it is instructed to perform a behavior it is expected to



comply with that behavior until it is either released or told to do another behavior.

For instance, the dog is told to "sit". The command is given once and the behavior is elicited. The dog is praised and rewarded and either told to release or do something else (heel, down, etc.) Once the dog understands that it must comply with the behavior and that it will not be allowed to get up, it will sit politely until told otherwise.

### TRAINING YOUR DOG TO SIT ON COMMAND

Use a treat to get your dog's attention. Hold the treat close to the dog's nose and guide it up and back, maneuvering the dog into the sit position. As soon as the dog is sitting pop the treat in his mouth and praise. Release the dog from the behavior by using the release word you have chosen. The training sequence should go like this:

1. Tell the dog to "sit" once and induce the behavior.
2. Reward the dog promptly for the correct behavior with a treat and praise.
3. Release the dog quickly before he gets up.
4. If the dog gets up before released, use the leash to get the dog to sit again but do not give the command.
5. Be persistent in keeping the dog sitting until you release it and work on your timing so that you release the dog before he gets up.

Practice this 5-10 times, gradually assisting the dog less and less but always rewarding with a treat when he sits. Always use one command and just wait until you get the desired behavior. Stop training BEFORE the dog gets bored and only use very small bits of treats. Always leave them wanting more! I always have my dogs sit before their meals and give them their food when they are sitting politely.

### TEACHING THE "HEEL"

Training your dog to "heel" means teaching it to walk politely on your left side. Walking your dog should not be a "tug of war" or involve you being dragged down the street!

Position your dog on your left side and begin walking forward, saying "heel!" Decide where you want your dog to walk in relation to you. Performance obedience involves having the dog positioned with his shoulder

in alignment with your knee. Whatever position you are comfortable with, be consistent in enforcing that position.

When your dog moves ahead of you or pulls on the leash, bring him back to your left side with a tug on the leash. Try to walk at a steady pace and be persistent in correcting the dog back to heel position. Some dogs will need very little correcting but others may need more convincing. If your dog is large or very strong willed you might need to enforce the heel command by giving him a quick snap with a choke chain and releasing immediately when he's back walking politely. When he comes back into the heel position, reward with a treat and praise.

Practice walking in a straight line and then in a large circle. When you and your dog are heeling together well, begin making left and right turns, encouraging the dog to stay in position during the turn.

As you progress in your heeling you can begin adding distractions. Take things in small steps and only practice heeling for 10 to 15 minutes a day. Heeling is an attention exercise and can be very demanding on the dog, so don't over do it.

### ADDING THE SIT WHEN COMING TO A STOP

Once your dog knows how to sit on command you can add it to your walking on leash. Walk the dog at a heel and as you stop give the command to sit, pulling straight up on the leash to place the dog in a sit. To help cue the dog that you are going to stop, take 2 slower steps before you stop. Have the leash in your left hand and pull the dog into the sit immediately when you stop. When the dog sits reward it with a treat and lots of praise! Practice, practice, practice

### TRAINING YOUR DOG TO COME WHEN CALLED

Keep your dog on leash when beginning to teach your dog to come when called. Start in a place with minimal distractions (your backyard would be good). Kneel down and excitedly call your dog to you. You may use his name and then the command "come"! As soon as the dog comes to you, pop a treat in his mouth and praise! Repeat this 5 times and at different times throughout the day. Make sure that **EVERY** time you call your dog to you that you reward it with a treat. You are conditioning the dog to associate coming when called with a reward and praise. Eventually you will not have to reward with a treat every time but when laying the foundation of this command, you need to convince the dog you have a treat every time.

## TEACHING YOUR DOG THE "STAY" COMMAND

The stay command means that your dog must stay in one place until you either give it another command or release it from the stay. You will use your release command to end this behavior for the dog just as you have done in all behaviors.

Teaching the stay involves being very persistent and consistent in enforcing the desired behavior. Begin by sitting the dog and tell it to "stay". Hold the leash above the dog's head firmly as an anchor to hold the dog in place. Slowly step one step away from the dog, watching to see if he moves. If the dog begins to move, use the leash to hold the dog in place. At first you may only be able to get the dog to sit still for a second but you will gradually be able to lengthen the time he can stay. Just remember to only say the command once and place your dog back in the stay position quickly as he gets up.

The training sequence should go like this:

1. Say "stay" and step away from him, using the leash as an anchor to hold him in place if he moves.
2. After one second, return to heel position.
3. Reward with your voice, saying "good stay" and give a treat.
4. Release the dog by using your release command.

Continue with this sequence, gradually lengthening the time you ask him to stay and then extending the distance you move away from him. Within a week of consistent practice you should be able to tell the dog to stay and then go to the end of the leash and he should be able to stay for 30 seconds or so. Quickly and persistently replacing the dog when he gets up will help him to get the idea.

## TEACHING THE "DOWN" COMMAND

Using a treat is the easiest way to train the down command. Trying to wrestle with a large dog and force them down can be very difficult for even the strongest person. Begin by placing the dog in a sit. Holding your treat firmly, hold it in front of the dog's nose and guide the dog down to the ground. When the dog is down, keep him there by giving him small portions of the treat. Keep him there for a second or so, reinforcing the positive behavior with your voice and a treat. Then give the release command and allow him to get up.

The training sequence should go like this:

1. Hold the treat in front of the dog's nose and say "down".
2. Guide the dog into the down position with the treat.
3. When he is down, praise and give small bits of the treat.
4. Give the release command and allow him to get up.

As you practice, increase the length of time you ask him to stay in the down position. As you practice, you will see the dog beginning to initiate the behavior on his own. When you see this, start giving the dog less and less assistance with getting into the down position and reward when he goes down on his own. This will be a balancing act between helping him and letting him do it on his own. Just keep working at it, helping when he seems confused and really praising him when he does it on his own.

As with all commands, practice for short periods of time and always end your training session on a successful note. Use your release command consistently and your dog will understand that he must stay in the desired behavior until told to end the behavior or asked to comply with another command. Gradually increase the difficulty of the exercise by adding distractions as the dog gets more proficient. Take things slow, be consistent, and lay a good foundation of understanding before you begin asking more of your dog. It has been said that a dog must perform a command ten times in ten different places to have actually learned it. The more time and effort you put in to training your dog the more reliable he will become. Training is a life long process but one that reaps daily rewards.

#### **Suggested Reading on Obedience Training and Handling:**

Schutzhund: Theory and Training Methods – Barwig & Hilliard (1991)

Successful Obedience Handling – Handler – (1991)

Purely Positive Training: Companion to Competition – Booth (1998)



## BASIC OBEDIENCE COURSE (NOVICE) FOR ALL BREEDS OF DOGS

I wish to enter this training class for the purpose of learning to train my dog. I will abide by the following rules.

1. Handlers are responsible for their own dogs. They should see that their dog is under control at all times.
2. The dog is to be kept on a leash until such time as instructed otherwise.
3. Dogs showing signs of any illness or contagious disease are prohibited from training grounds and class.
4. Dogs with vicious temperaments will not be allowed to enter the class.
5. Do not feed dogs within an hour before or after class. Dogs should be well exercised before class.
6. The handler is expected to train the dog approximately 20 minutes daily.
7. The handler will bring required training equipment to class and will use said equipment in the daily training of his dog.
8. Dogs are entered for eight lessons.
9. Dogs must be properly immunized to attend class  
Rabies \_\_\_\_\_ DHLPP/CPV \_\_\_\_\_  
(date) (date)

DOGS NAME \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_ BREED \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

WHO WILL HANDLE THE DOG? \_\_\_\_\_ PHONE \_\_\_\_\_

HOW DID YOU LEARN ABOUT US? \_\_\_\_\_

I hereby agree to hold THE CITY OF LOMA LINDA AND EMPLOYEES harmless from any claims for loss or injury, which may be alleged to have been caused by any dog while in or upon the designated training grounds or near entrance thereto. I personally assume all responsibilities and liabilities for the dog being trained or handled by me, and my actions and actions of the handler on the training ground. I also agree to abide by the rules for class conduct and safety.

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF TRAINER \_\_\_\_\_ DATE \_\_\_\_\_